

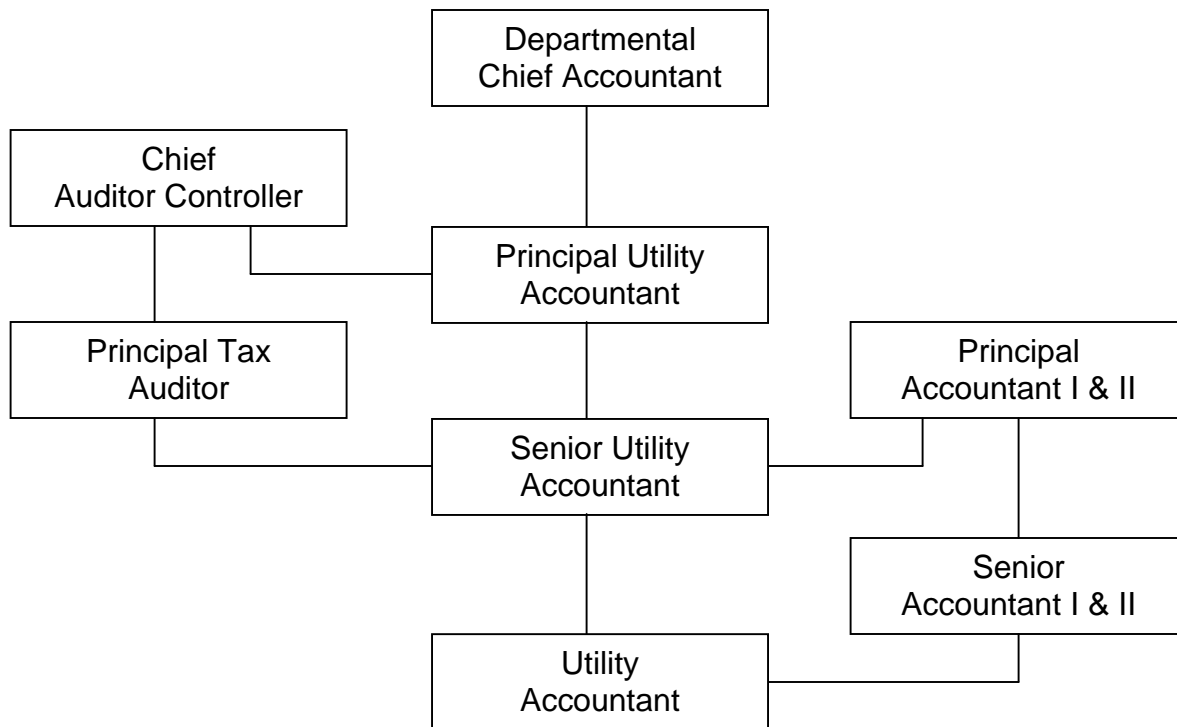
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR UTILITY ACCOUNTANTS**

This information is being given to you to describe potential promotional opportunities as a Utility Accountant. The career ladders that Utility Accountants most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are described below. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR UTILITY ACCOUNTANTS**

The chart below shows the normal career paths of Utility Accountants. Normal advancement is from Senior Utility Accountant to Principal Utility Accountant. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



**Note:** The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This information does not replace class specifications and examination bulletins.

## **Duties**

**Senior Utility Accountant** – A Senior Utility Accountant assigns, reviews and evaluates the work of professional accounting and clerical employees engaged in the preparation and maintenance of accounting records, budgetary controls, and statistical reports and performs difficult and responsible accounting or auditing work, such as conducting cost and investment studies, auditing and analyzing books, records, physical properties and internal controls, in the Department of Water and Power, and applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

**Senior Accountant** – A Senior Accountant plans, assigns, reviews and evaluates the work of a group of accountants engaged in preparing, maintaining and analyzing City financial records and reports; reviews and recommends changes to accounting procedures and systems and their related data processing systems; conducts internal and/or external auditing work; may personally perform the more difficult or complex accounting work; routinely exercises independent judgment involving interpretation of accounting principles and procedures; may be responsible for all accounting work in a small department or for a particular phase of accounting in a larger accounting organization; and applies sound supervisory principles and techniques in building and maintaining an effective work force, and fulfills equal employment opportunity responsibilities.

**Senior Tax Auditor** – A Senior Tax Auditor assigns, reviews and evaluates the work of professional and clerical employees engaged in conducting or reviewing field or office audits of financial records of persons, businesses or organizations to determine the accuracy of self-assessed tax payments to the City of Los Angeles; supervises internal audits of operations related to business tax and permit enforcement, audit and administration; may perform such work; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

## **Requirements**

### **Senior Utility Accountant**

Two years of full-time paid professional accounting or auditing experience at the level of Utility Accountant.

### **Senior Accountant**

Two years of professional accounting or auditing experience with the City of Los Angeles in a class at least at the level of Accountant.

### **Senior Tax Auditor**

Two years of full-time paid professional experience as a Tax Auditor or in a class which is at least at that level in conducting or reviewing field audits of financial records to determine the accuracy of self-assessed tax payments.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.

(Rev. 7/06)  
(D-4:Career Ladders P-Z)